

EDITED TASK LISTING

CLASS: SUPERVISING REGISTERED NURSE II, CF

NOTE: Each position within this classification may perform some or all of these tasks.

1.	Maintains professional nursing skills for proper care of patients/inmates through continuing education as required by the Board of Registered Nurses.
2.	Plans, organizes, implements, and directs overall nursing services operations for a State correctional facility at the direction of the Health Care Manager or designee.
3.	Supervises subordinate nursing staff in the performance of their duties in the organized nursing services for a State correctional facility consistent with their health care mission.
4.	Plans and assigns nursing staff with respect to patient acuity, ensuring daily critical staffing needs are met for the delivery of quality nursing care as defined by regulatory agencies or established guidelines.
5.	Develop and implement nursing services policies and procedures to reflect current nursing practices and establish a mechanism to ensure they are reviewed and revised on a scheduled basis as defined by regulatory agencies or established guidelines.
6.	Oversees the training and development of nursing staff by assessing training needs, coordinating training schedules, and assuring all mandatory training requirements are met per departmental policy.
7.	Ensures assigned nursing duties are consistent within the scope of practice as identified by the appropriate level of licensure and as defined by the Nurse Practice Act.
8.	Establishes a mechanism to assure all nursing staff has a current and active license as required by the appropriate licensing board.
9.	Ensures sufficient numbers of qualified nursing staff are on duty to provide adequate patient care as required by regulatory agencies or established guidelines.
10.	Direct Quality Assurance activities to monitor and evaluate all aspects of nursing services to ensure the provision of quality nursing care to meet or exceed regulatory standards or established guidelines.
11.	Actively participates in the recruitment of qualified nursing staff by attending job fairs, interacting with community college nursing programs, advertising in professional publications, working closely with institution personnel staff and headquarters recruitment unit to produce a candidate pool to fill current and anticipated vacancies to meet the ongoing Health Care Services needs.
12.	In accordance with State Personnel Board Rules and Regulations, facilitate the hiring process by conducting interviews, evaluating and selecting candidates to fill identified vacant position(s).
13.	Work cooperatively with various disciplines and levels of institutional staff to ensure nursing staff are available to support the health care needs of the institution as directed by the Health Care Manager or designee.

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14.	Collaborates with community health care providers to assure appropriate evaluation, treatment and follow-up for medical care of inmates that cannot be provide within the institution as ordered by a Physician.
15.	Promotes interdisciplinary collaboration to ensure continuity and appropriateness of the delivery of health care in both in-patient and outpatient settings as necessary.
16.	In accordance with State Personnel Board Laws and Rules, prepares and discusses written performance reports by monitoring and evaluating the work performance of nursing staff.
17.	Initiates and participates in the Progressive Disciplinary process to improve employee performance or address issues of substandard performance in accordance with Department policy.
18.	Oversees a comprehensive and on-going appropriate infection control practice by assuring that universal precautions are adhered to in nursing services and other areas in accordance with guidelines established by regulatory agencies.
19.	Advocates and promotes a clean and safe working environment by training and monitoring staff in the work area to ensure compliance with established safety guidelines and personal safety practices in accordance with regulatory agencies.
20.	Collects and compiles data to prepare comprehensive written reports related to nursing services or health care operations as requested by administrative staff.
21.	Reviews unit health records and reports prepared by nursing staff for accuracy, timeliness and completeness as directed by departmental policy and established guidelines.
22.	Serves on various health care committees, institutional committees, task force, and work groups at a local and divisional level as directed by Health Care Manager or designee to provide subject matter expertise.
23.	In accordance with departmental fiscal policy, participates in the management of the health services' budget by monitoring, tracking and prioritizing expenditures related to nursing services to ensure fiscal responsibility.
24.	Assures adequate medical supplies and equipment are available to nursing staff to provide appropriate patient care by collaborating with vendors, institutional procurement staff and appropriate health care services staff to meet the health care needs of the inmate population.
25.	Maintains order and supervises the conduct of inmates through personal observation to promote a safe and secure environment, in accordance with the Director's rules
26.	Maintains safety and security of persons, property, working areas and working materials through personal observation to promote a safe and secure environment, in accordance with the Director's rules.

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27.	Prevent escapes and/or injury by persons committed to the Department of Corrections to themselves or others, or the destruction of property through personal observation and in accordance with the Director's rules.
28.	Inspect and search inmates and premises for contraband, such as weapons or illegal drugs, to promote a safe and secure work environment, in accordance with the Director's rules.
29.	Plans and conducts staff and/or nursing staff committee meetings for information sharing, training and to accomplish identified goals as directed by the regulatory agencies and established policies.
30.	Ensure a therapeutic environment where inmates are treated in a professional, empathetic and tactful manner, conducive to their overall health and well being in accordance with professional ethics.
31.	Appropriately handle stressful situations in the work place, in a professional and tactful manner, with a goal of avoiding further escalation by utilizing effective interpersonal skills and personnel management techniques per departmental policies regarding supervisory responsibilities.
32.	At the discretion of the Health Care Manager or designee, performs other related work by utilizing the appropriate tools, equipment, aids, or processes, as the work dictates to meet the needs of the overall health care services mission.
33.	Develops and maintains post orders to accurately reflect current job duties of each nursing post utilizing post order procedures as directed by the Departmental Operations Manual.
34.	Develops and maintains a current and accurate post assignment schedule to reflect current budgeted positions utilizing post assignment schedule procedures as directed by the Departmental Operations Manual.
35.	Prepares monthly nursing schedule/master assignment roster to reflect staff coverage of assigned posts utilizing the master assignment procedures as directed by established guidelines.
36.	Assess and resolve daily nursing services staffing needs as a result of unscheduled absences by evaluating workload, critical vs non-critical posts, considering the use of staff redirection, nurse registries, and voluntary or involuntary overtime, as directed by departmental policies or established guidelines.
37.	Ensure adherence to employee bargaining unit contracts, by meeting with staff and union representatives to discuss and resolve concerns applicable to nursing services as dictated by the negotiated agreement.
38.	Project, manage and schedule nursing services overtime in a manner consistent with fiscal policies and directives utilizing the appropriate processes as directed by established guidelines/policies.

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39.	Manages nurse contracts/registries to ensure adherence consistent with the scope of services defined, by reviewing training, scheduling, verifying paid per contract rate, and hours worked as outlined in the contractual agreement.
40.	Accurately applies departmental standards and directives in the preparation of BCS/BCP as they apply to nursing services as needed.
41.	Carries out supervisory responsibilities in the work place with regards to department-wide mandates concerning EEO, ADA, Use of Force, and other personnel practices as defined by regulatory agencies and established guidelines/policies.
42.	Understands the Departments litigation issues as it relates to the care and treatment of inmates, by ensuring compliance with court orders, settlement agreements, court ordered mandates and other administrative directives as it relates to nursing.